

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: February 28, 2013

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL (PPM) – FEBRUARY 2013 REVISION - #13-02**

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the sections below have been replaced with the current PDF version for February 2013. The manual can be obtained by accessing the State Controller's Office public website at: www.sco.ca.gov/ppsd_ppm.html.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the February 2013 PPM are provided below.

Section B **019:** Code 021 – State Agency Program Fee Codes, Organization Code 012, added.
028: Code 089 – Dues Association Organization Codes, Code 019, updated.

Section H **010:** Effect of Payroll/Personnel Transactions, updated.
300: Subject: Levy on Earnings (Garnishment), Introduction, updated.
308: Deductions, updated.
713: Retroactivity, updated.
721: Authorization for Health Benefit Deductions, updated.
752: Civil Service FlexElect Plan, updated.
754: Enrollment Process, updated.
757: Insufficient Net, updated.
788: Insufficient Net, updated.

Section I **320:** Payroll Warrants Lost or Destroyed Prior to Receipt by Employee, Introduction, updated.
502: Signature Authorization Personnel/Payroll Documents, PPSD 8A, updated.
703: Form W-2 Not Received, updated.
708: Questions, updated.
801: Receipt of Determination Letters, updated.

Section K **002:** System Access, updated.

Section N **176:** Telephone Contacts, updated.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: www.sco.ca.gov/ppsd_email.html.

If you have any comments/suggestions or questions that will benefit the PPM, please contact Alice Contreras at 916-322-0683 or via email: acontreras@sco.ca.gov.

LC:AC:CSS